

## SIGN PERMIT SUBMITTAL CHECKLIST

### PERMIT SUBMITTAL REQUIREMENTS:

- ☐ **Signed Permit Application(s)** (1 Copy for each address)  
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition Permit Application, Public Works Permit Application (as needed), Electrical Permit Application (as needed).
- ☐ **Site Plans** (2 Copies - 11" x 17" maximum size, 1" = 20' minimum scale; however, if the parcel is too large to fit on an 11" x 17", show the entire parcel at 1" = 30' and provide a blow up of the area where the work is occurring at a minimum of 1" = 20' on a separate numbered page. Refer to Sample Site Plan (COE Std Dwg: 101, 102) for required site plan notes, as applicable.
- ☐ **Construction Plans** (2 sets; 1/4" = 1' minimum scale. If in historical overlay, 3 sets required. 24"x36" maximum sheet size, stapled bound edge, 5/8" thick, all pages uniformly sized, each page consecutively numbered). Must include a site plan, elevations, and details of the sign construction support. Aerial photos are not accepted as site plans for properties with freestanding signs.
- ☐ **Engineering calculations** (2 copies, of structural calculations, if required based on the sign installation type.)
- ☐ **Permit Submittal Fee** (Plan check fee)
- ☐ **Land Use Decision, (1 copy, if applicable).**
- ☐ **NOTE:** All proposed signs visible and within 660 feet of I-5 will be routed to WSDOT for review. Permit cannot be issued until review is complete. Submit WSDOT approval if granted prior to City of Everett Sign Permit Application submittal.

### **I. SITE PLAN REQUIREMENTS:**

- A. Show site address, name of business/owner, property lines and dimensions, location of all buildings, parking areas, driveways and landscape areas drawn to scale.
- B. Show the setback of all proposed and existing freestanding signs measured from the property line; include the sign height and sign area for each sign. If more than one sign, label signs, i.e., Sign 1, Sign 2, etc.
- C. Show landscaping around the base of any freestanding sign, if required.

**II. ELEVATION DRAWING REQUIREMENTS:**

- **Freestanding signs:** height, dimensions and sign area of all proposed and existing signs drawn to scale.
- **Wall signs:** dimensions and façade area for the facade of the particular business or entity for which the sign permit is being applied.
- **Projecting signs:** the dimensions of the sign, its projection from the building, and vertical clearance above grade.

**III. OTHER PLAN ELEMENTS:**

Structural, electrical and any other plans which demonstrate that the proposed sign meets all building and electrical code requirements to include:

- A. Connections for wall signs; footing depth and reinforcement for pole/monument signs.
- B. Elevations indicating number and location of attachments.
- C. Structural calculations for pole signs, cantilevered signs, vehicle height bars, wall signs above four stories, and hanging signs, to verify seismic, wind, and gravity loading.

**IV. CHANGE OF OCCUPANCY/USE:**

Signs for buildings with a new change of occupancy/change of use may trigger requirements for a separate building permit application with plans for the new occupancy.

**APPLICABLE CODES AND REFERENCES**

- International Building Code (IBC), 2015 Edition & WAC 51-52
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-51-005
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- International Fire Code (IFC), 2015 Edition and WAC 51-54
- National Electrical Code (NEC), 2017 Edition & WAC 296-46B-010
- Everett Municipal Code, Title 19 Zoning



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